

Development Application

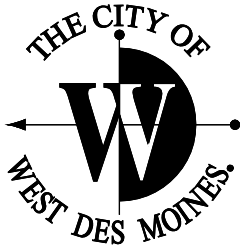
Vacation Request

(Vacation of Public Right-of-Way or Public Easements)



Development Services Department
4200 Mills Civic Parkway, Suite 2 D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate
"project submittal requirements"
can be found on the City's website;
<http://www.wdm.iowa.gov>



Development Application

**NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.**

TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the Jordan
Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the Town
Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Project Area: _____ acres (or) _____ sq. ft.

Project Description: _____

OFFICE USE ONLY: Date Submitted: _____ Fee Amount: _____
Case #: _____ Case Planner: _____

CONTACT INFORMATION:

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

(Submit additional information sheet for multiple property owners)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

VACATION REQUEST:

REASON FOR REQUEST:

LEGAL DESCRIPTION OF PARCELS TO BE VACATED (attach separately if lengthy):

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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CERTIFICATION:

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach if necessary)

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.
My commission expires on the _____ day of _____, 20____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent
(Use only if the applicant is different from Property Owner)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.
My commission expires on the _____ day of _____, 20____.

Signature of Notary Public; _____

Legal Documents

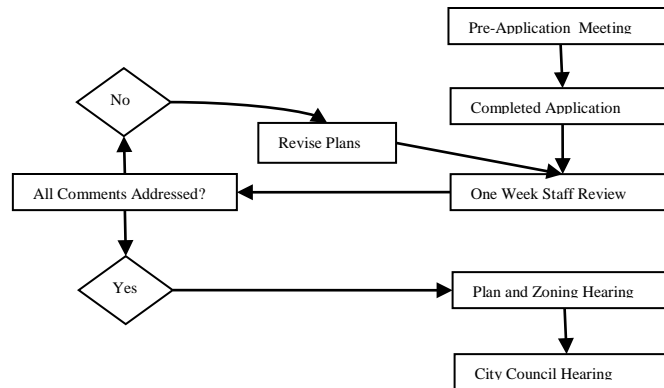
Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity): _____

Signatory (Person Signing Document): _____

Title of Person Signing Document: _____

City Of West Des Moines Submittal Requirements
VACATION REQUEST



Application Fee - full fee is due at time of submittal

☐ \$110.00

Notification Fee - The City of West Des Moines will prepare the property owner list for notification purposes

☐ \$467.50 Notification List Preparation Fee (fee due at time of submittal)

- All other costs associated with surrounding owner notifications, mailings, and publications will be billed to the applicant after the fact and are payable to the City of West Des Moines. **These costs are not included in the vacation application fee or notification list fees.**

Reviewing Bodies -

- City Staff
- Plan & Zoning Commission
- City Council

Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.

A. Your submittal **must** include the following:

1. ☐ Letter describing the project, identifying the project contact person(s) and any other information relevant for staff's review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form
2. ☐ Completed application form
3. ☐ Completed form from all property owners in the same subdivision indicating agreement with vacation request (**attached –vacation of buffer park only**).
4. ☐ One (1) 8 ½ x 11" location map showing the proposed site location, adjacent existing land uses within five hundred (500) feet of the property, and general existing land uses within one thousand (1,000) feet of the property. **Location map must be to a discernable scale with the scale denoted**
5. ☐ Eight(8) copies of the vacation request (24" x 36", **folded**)
6. ☐ Two (2) reduced copies of the vacation request (8 ½ " x 11")
7. ☐ One (1) PDF copy of the vacation request
8. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project

B. Your plan shall include at least the following:

1. ☐ Legal description including total acreage of property for the larger parcel and the portion of property to be vacated
2. ☐ Date, compass point, legend of symbols and scale (written and graphic)
3. ☐ Vicinity map that accurately represents the area including recent developments
4. ☐ If platted; name of plat, date platted and legal description of the plat
5. ☐ Land owner's and applicant's name, address, and contact information

6. ☐ Land owner information for all adjoining parcels
7. ☐ Name, address, and contact information of engineer and/or surveyor
8. ☐ Property or subdivision boundary lines including dimensions
9. ☐ Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroads, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, book and page, and whether public or private
10. ☐ Location, size, footprint and use of all buildings &/or structures, existing and proposed, and their relationship to setbacks
11. ☐ Zoning classification of subject and adjoining properties
12. ☐ Location of all existing and proposed roads, alleys, streets and highways on or adjoining the subject property labeled with name, pavement width, half right of way widths should be dimensioned from centerline of right of way, full right of way width dimension and whether public or private
13. ☐ Bearings and dimensions of proposed property to be vacated
14. ☐ All established floodway, floodway fringe and flood plain overlay lines
15. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes

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Overland Flowage Easement Vacation Form

I/we _____ property owner(s) of _____, legally identified as
(Owner's name) (Address)

Lot _____ of _____, an official plat, City of West Des Moines, _____
(Plat name) (County Name)

County, Iowa do hereby request/agree that the West Des Moines City Council vacate the _____
(easement width and location)

_____ easement located on Lot(s) _____ through Lot(s) _____ of _____
(Easement type) (Plat name)

_____.

Owner Signature _____

Date _____

Owner Signature _____

Date _____

Owner Signature _____

Date _____